

U.S. Department of
Homeland Security

United States
Coast Guard



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United States Coast Guard

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UNITNAMEINST 5100.**

(UNIT NAME) INSTRUCTION 5100.**

Subj: **(UNIT NAME) MOTOR VEHICLE SAFETY PLAN**

Ref: (a) COMDTINST M5100.47 (series); Safety and Environmental Health Manual
(b) COMDTINST M5830.1; Administrative Investigations Manual
(c) *Add Unique Unit Instructions, Where Applicable*

1. **PURPOSE.** To establish policies for the **(unit name)** motor vehicle safety program, as required by reference (a). This includes all related Coast Guard facilities affiliated with this unit (*such as the Coast Guard Housing Complex*).

2. **ACTION.** All personnel, including dependents and visitors, operating vehicles on board **(unit name)** shall comply with this instruction. Additional motor vehicle safety policy applicable to military personnel, while on and off duty, is contained in Chapter 10 of reference (a).

3. **DIRECTIVES AFFECTED.** None.

4. **POLLUTION PREVENTION (P2) CONSIDERATIONS.** Pollution prevention considerations were examined in the development of this directive and have been determined to be not applicable.

5. **FORMS AND REPORTS.** None

6. **DISCUSSION.** Motor vehicle mishaps are one of the leading causes of fatalities and serious injuries to Coast Guard personnel, accounting for approximately 65% of all reported mishaps, with an average of seven fatalities annually. This command, and every individual assigned to this command, have a responsibility to effectively manage the risks associated with motor vehicle use. This instruction is designed to maximize motor vehicle safety on board **(unit name)** (*as well as the Coast Guard Housing Complex that is managed by this unit*). Vehicle-operating practices must also conform to **(name of state)** laws and local ordinances of the City of **(name of City)** unless specifically exempted by the Commanding Officer.

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7. POLICY.

a. Program Management. The Unit Safety Officer is responsible for oversight of the motor vehicle safety plan for this unit (*and the Coast Guard Housing Complex*). The Unit Safety Officer shall (*liaise with the Public Works Department (and Housing Office) to*) ensure posting of appropriate signage, resolution of temporary / emergent motor vehicle safety issues, and periodic updates to the policies contained herein. The (**Public Works Department**) is responsible for ensuring compliance with motor vehicle safety rules on board (unit name) and brokering appropriate resolution of violations with the (unit name) Executive Officer. The Executive Officer will liaise with other unit commanders to resolve violations of local motor vehicle safety policies by military members (and their dependents) not assigned to (unit name).

b. Training. The Unit Safety Officer shall provide initial motor vehicle safety training during PCS Check-in, and shall conduct recurring training at annual “All-Hands” refresher training sessions. Additional training may be provided on an “as needed” basis to address emerging motor vehicle safety concerns. The Unit Safety Officer will also facilitate unit participation in national awareness campaigns such as the “Buckle-Up America” and “You Drink, You Drive. You Lose” campaigns. Additional resources to augment this training may include the (name of city) Police Department, (name of State) State Troopers, and personnel from MLCPAC (kse)/MLCLANT (kse) or their subordinate staff elements. Initial and annual motor vehicle safety training shall include, but is not limited to, the following topics:

- (1) Orientation with unit traffic policy,
- (2) Local traffic laws, traffic patterns and congestion,
- (3) Seasonal road conditions, and driving and weather considerations,
- (4) Maximum driving times,
- (5) Coast Guard policy on motor vehicle, bicycle, and pedestrian safety,
- (6) Driver improvement courses for high-risk personnel (per reference (a)),
- (7) Personal protective equipment (PPE) requirements, and,
- (8) Policies concerning special use vehicles such as motorcycles and all-terrain vehicles (ATV).

In addition, unit personnel who are in need of remedial driver’s education (e.g., are involved in a serious motor vehicle accident, or are convicted of a serious moving traffic violation such as speeding, reckless driving, or driving under the influence) will be required to attend a driver improvement awareness course.

c. Occupant Restraints. All personnel operating or riding in any motor vehicle aboard (unit name) (*or the Coast Guard Housing Complex*) or while on official Coast Guard business shall use installed occupant restraint devices at all times. Further, affected personnel shall comply with (name of State) state laws governing use of child / infant restraint safety seats. Military personnel are required to wear seat belts at all times while traveling in any motor vehicle that is required to be so equipped. Additionally, passengers shall not ride in a vehicle (e.g., pickup truck bed) while on government property, that does not provide them with a restraining device.

d. Maximum On-Duty Driving Times. To reduce the potential for traffic mishaps caused by operator fatigue, supervisors shall utilize the units ORM model to identify hazards and reduce risks when assigning long-distance driving duties to personnel who have been on-duty for the previous eight hours. Note: All vehicle occupants are considered to be “on-duty” while traveling in a Coast Guard vehicle.

(1) During periods of Permanent Change of Station (PCS), Temporary Duty (TDY) or Temporary Additional Duty (TAD) travel, as cited in paragraph 10.D.6 of reference (a), addresses PMV and GMV travel time for PCS, TDY or TAD travel orders. Generally, one day of travel is allowed for each 350 miles of official distance of ordered travel. When the total official distance is 400 miles or less, one day’s travel time is allowed. This applies to travel by privately owned conveyance (when advantageous to the government), special conveyance (vehicle) as authorized for TDY travel and government vehicle use during these types of travel.

(2) Coast Guard vehicles operated by on-duty full-time or part time operators, and operators of vehicles carrying explosives or other hazardous cargo, shall not be required to drive a motor vehicle during any duty period if that period was not preceded by at least 10 consecutive hours off-duty.

(3) No one may drive or require another member to drive a motor vehicle with a combined duty and driving time exceeding 14 hours in a 24 hour period. A 10 hour rest period shall be required prior to duty status or resuming driving duties.

(4) No one may drive or require another member to drive a motor vehicle for more than 8 hours in a 24 hour period if the vehicle is carrying explosives or other hazardous cargo.

(5) Two or more qualified drivers shall be assigned for trips greater than 400 miles, or if driving time is expected to exceed 10 hours, or exceed 8 hours when transporting explosives or hazardous cargo, in a 24 hour period. In as much as all vehicle occupants are “on duty” while in the vehicle, the total time of travel shall not exceed 14 hours in a 24 hour period. Assigned drivers shall relieve each other of driving responsibility, to ensure that no individual driver exceeds a total driving time of 10 hours, or 8 hours when transporting explosives or hazardous cargo.

(6) Driving times shall be reduced to not more than eight hours per driver for night driving and during periods of inclement weather. Total driving time for all assigned drivers may not exceed 14 hours in a 24 hour period. Due to reduced alertness and performance during night time hours, two or more qualified drivers shall be assigned and these drivers shall rotate driving duties every two hours between the hours of 2200 and sunrise.

(7) Canine handlers driving to and from a training site or responding to a request for assistance may, at the discretion of their command, be exempted from the requirements stated in paragraphs d. (2) through d. (6) above. However, on long distance trips the handler must take a one hour break every four hours, and the driving period must not exceed 12 hours. The driver must also rest a minimum of 8 hours after each 12 hour driving period. Driving at night or during periods of inclement weather must be avoided. One handler required to drive during the hours of 2200

and sunrise for a DHS Canine Rapid Deployment Force order must take breaks every two hours. Driving during the hours of 2200 to sunrise is not authorized for training. This rule applies whether the canine team is carrying their training aids or not. These rules are in addition to, but do not supersede, the driving requirements established in the Ordnance Manual, COMDTINST 8000.2 (series), the Canine Substance Detection Manual, The Commanding Officers/Officers-in-Charge may waive the above requirements in exigent circumstances in order to save life or property or to meet mission demands. To ensure the safety of personnel involved, a risk assessment should be conducted before adjusting driving times.

(8) Emergency medical services, fire apparatus and crash/rescue vehicle drivers who are assigned to rotating shifts with sleeping accommodations are exempt from the above duty time restrictions.

e. Civil Requirements. Unit military personnel shall comply with all local driver licensing requirements, including special and endorsement requirements (e.g., motorcycles, mopeds), vehicle safety inspections, and registration and insurance requirements. All other Coast Guard personnel shall also comply with these requirements when on any military installation and while on official Coast Guard business.

f. Motorcycles. Unit personnel are required to comply with all Coast Guard and state regulations governing operation of a motorcycle, both on and off base.

(1) All unit personnel, civilian or military, that operate or park a motorcycle on any Coast Guard facility or DOD installation, shall complete a Motorcycle Safety Foundation (MSF) or similar DOD or state approved motorcycle training course. Military personnel that operate a motorcycle (street legal) shall obtain this training regardless of whether the motorcycle is operated on or off base. Details of training requirements are addressed in paragraph 10.K.2 of reference (a).

(2) All unit motorcycle operators, and passengers (military and civilian) shall wear the PPE indicated in this paragraph when onboard a Coast Guard facility. All military motorcycle operators shall wear this equipment at all times regardless of where the motorcycle is operated: a DOT- or Snell-approved motorcycle helmet with chinstrap securely fastened, impact or shatter resistant goggles or full-face shield (a windshield or fairing does not meet this requirement), over-the-ankle, sturdy footwear, full-fingered gloves, long-legged trousers, and a long-sleeved shirt or jacket. Brightly colored or white upper garments shall be worn during the day and high visibility reflective or retro-reflective vests, harnesses or strips on clothing at night or in periods of low visibility (fog and rain). Outer upper garments should be clearly visible and not covered. Note: The PPE indicated above is required for entry onto DoD installations, and retro-reflective vests or harnesses are required on DoD installations at all times.

(3) Motorcycle headlights shall be illuminated at all times while the motorcycle is in operation.

g. All-Terrain Vehicles (ATV). Reference (a) requires all ATV operators to comply with the PPE requirements mandated for motorcycle operations. All Coast Guard personnel who operate an ATV

on official business or onboard any Coast Guard facility shall successfully complete an approved ATV safety course. Passengers are prohibited on ATVs used for official business or while being used onboard any Coast Guard facility.

h. Bicycle, Roller-skate, Skateboard, and Scooter Use. All persons who operate a bicycle, roller-skate, skateboard, or scooter on government property shall wear a protective helmet approved for this purpose. The wearing of portable headphones, earphones, or other listening devices while operating a motorized vehicle, jogging, walking, skating or bicycling on the roads or streets of this command are prohibited.

i. Government Utility Vehicles. Gasoline and/or electrically powered utility carts are used on base for official use departmental or support functions. Operators shall be trained on cart operation characteristics and safety considerations prior to utilizing these carts. Departments operating assigned utility carts are required to provide adequate safety training prior to allowing Coast Guard employees to operate these carts.

(j. High Risk Areas. ***Units should list and describe high-risk areas here. An example is given to serve as a model for developing individual unit high-risk area descriptions:***

Given the reduced sightlines, multiple 90-degree bends, and pedestrian traffic which might be blocked from sight by parked vehicles, the roadway leading to the (unit name) barracks parking area, and Medical Clinic parking area represents a high risk area for motor vehicle traffic. Motor vehicle operators need to pay close attention to their speed, as well as environmental conditions (e.g., snow, ice, and darkness) while operating vehicles in this area. Additionally, due to restricted sightlines, a preponderance of small children at play, and narrow roadways / shoulder areas, the Coast Guard Housing Complex also presents unique motor vehicle safety concerns. Compliance with stop signs, parking policies, and speed limits are strictly enforced in the Coast Guard Housing Complex. Further, parents must closely supervise their children during snow removal operations since the snow removal vehicles tend to attract an unusually high level of interest by small children. (Mention any recent motor vehicle-related crashes and contributing factors). The (unit name) Housing Office is tasked with providing motor vehicle safety information upon PCS Check-in of new residents, as well as ensuring compliance with motor vehicle safety procedures in the (unit name) Coast Guard Housing Complex. The Housing Office will broker appropriate resolution of violations with the (unit name) Executive Officer. The Executive Officer will liaison with other unit commanders to resolve any violations of local motor vehicle safety policies by military members (and their dependents) not assigned to (unit name).)

k. Speed Limits. Unless posted otherwise, the speed limit on this command is 15-mph (***and 10 mph in the Coast Guard Housing complex.***

l. Vehicle Mishaps. The procedures for mishaps involving government motor vehicles (GMV) are contained in references (a) and (c). (*ALCOAST 315/05 provides revised guidance on reporting damage to government vehicles.*) Motor vehicle mishaps can be reported using the Coast Guard E-mishap system, at the following website: <http://cgweb.lant.uscg.mil/KDiv/kseHomePage.htm>. In the event of other vehicle mishaps on Coast Guard property, immediately call 911 for emergency medical teams if injuries are suspected. In all cases, contact the (unit name) OOD at (phone

number xxx-xxx-xxxx) as soon as possible. The OOD will then brief the Executive Officer once medical aid has been rendered and the situation has been evaluated.

m. Alcoholic Beverages. When driving on this command, the operator and/or passenger(s) of all motor vehicles (GMV and private motor vehicle) are prohibited from having open containers of alcoholic beverages in their possession. Personnel operating a GMV are prohibited from having open containers of alcoholic beverages in the vehicle at any time, on or off a Coast Guard facility. Coast Guard members (military and civilian) are also subject to any state laws that prohibit open containers and possession of alcoholic beverages in all motor vehicles.

n. Additional Policy Requirements. All other provisions regarding motor vehicle safety contained in Chapter 10 of reference (a) apply to **(unit name)** personnel unless exempted by the Commanding Officer.

(o. Driver Distraction. Include policy on the use of radar detectors, cell phones, and other driver distractions as appropriate for the command. General emphasis should be to prohibit use of items that will distract drivers while operating any vehicle on base or while operating government vehicles at all times. See reference (a) for examples.)

(p. Private Motor Vehicle Assessment Tool - Army Safety Management Information System (ASMIS): (The command may choose to use this voluntarily, or on a mandatory basis)). ASMIS is an online, risk assessment planning tool designed to allow members to answer a series of questions regarding their travel preparation and planning, the vehicle used for travel and the duration of travel. From this input, ASMIS provides a personalized trip risk analysis, including a hazard assessment value and recommendations for reducing travel risk. Examples of actual mishaps that occurred during similar trips and other traffic safety information are provided for the member to review. The entire process takes 10-15 minutes to complete. Links to weather reports and maps are also available. An email notification of the risk analysis is forwarded to the member's supervisor, which triggers discussion of plans, risks and controls. ASMIS provides an excellent opportunity for individual commands to educate their personnel on the risks they face while traveling by PMV on liberty and leave. Supervisors are strongly encouraged to have personnel develop a risk assessment profile using ASMIS prior to approval of leave requests, particularly in cases where extended or overnight travel or younger or inexperienced drivers are involved, and for personnel who have had a previous motor vehicle accident, alcohol incident, or driving under the influence determination. ASMIS can be accessed at: <https://safety.army.mil/asmis1/>. (Click on the "Non-Army (Non-AKO) Customers" link to register and use the system. You will be required to use your Coast Guard e-mail address, and will need to select a password.)

8. **MOTOR VEHICLE POLICY VIOLATIONS.** Military personnel who violate these policies may be subject to punishment under the Uniform Code of military Justice (UCMJ) or other adverse administrative proceedings. Personnel (including dependents) are subject to loss of driving privileges on government property for repeated or gross infractions. Reference (b) requires a line of duty / misconduct determination for any mishaps involving active duty personnel with lost time exceeding 24-hours. For example, a determination of "misconduct" may be in order if a Coast Guard member, while riding a motorcycle without a safety helmet, receives a head injury and evidence suggests use of a helmet (which is required by policy) would have prevented the injury. A

finding of “misconduct” or “not in the line of duty” may deprive a member of benefits to which they might otherwise be entitled. Such benefits include physical disability retirement, severance pay, and medical costs. The **(unit name)** Executive Officer is responsible for the disposition of any violations of the motor vehicle safety policies contained herein.

COMMANDING OFFICER /s/

Dist: Department Heads, Detachment Supervisors